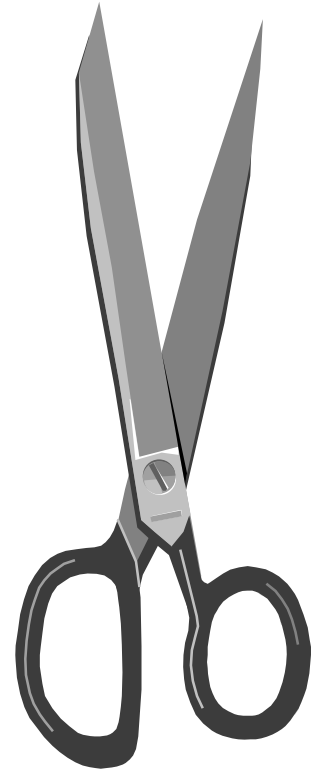


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

DELIVER TO:	PURCHASING DEPARTMENT School Board of Polk County 1915 South Floral Avenue, PO Box 391 Bartow, FL 33831-0391
SEALED BID DO NOT OPEN	
SEALED BID NO.:	026-PLA-1112
BID TITLE:	Stop Loss Insurance
DUE DATE/TIME:	November 8, 2011, 3:00 PM
SUBMITTED BY:	_____
	Name of company



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> Click on “**Vendor Application**” from the menu on the left side of the screen and follow the instructions.

4. **PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)
5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is

assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.

16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.
17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.

26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.
28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be

governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to __ School Boards and/or __ public agencies within the State of Florida.

32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

34. **SOLICITATION OF DISTRICT EMPLOYEES:** Bidders/vendors and others involved with this bid are prohibited from making any offer of any value to any employee of the School Board who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid.

SCOTT CLANTON
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.
Rev.Pur. 08/2010

Special Terms and Conditions

- A. SCOPE:** The School Board of Polk County, Florida (the "District" or the "Board") is seeking bids to establish firm pricing for the provision of excess medical loss insurance (stop loss insurance). This bid is for individual (Specific) stop loss insurance coverage only. This coverage will be incorporated into the District's self-funded health plan.

The District currently offers health plan coverage on a self-funded basis to approximately 11,500 employees and retirees, covering 18,000 members. The health plan year runs from January 1 through December 31.

The District provides its active employees and eligible retirees the choice of a self-funded PPO plan administered by Blue Cross Blue Shield of Florida; and retirees eligible for Medicare have an option to choose a Medicare Advantage PPO plan through Blue Cross Blue Shield of Florida. Medicare eligible retirees are excluded from the stop loss coverage; however coverage is included for any covered dependents when the self-funded plan is primary.

The attachments to this bid include the following:

- Attachment A - Census and Claims Experience (Excel - multiple worksheets)
- Attachment B - Schedule of Benefits and Employee Rates (PDF)
- Attachment C - Current Stop Loss Detail (PDF)

For the purpose of this Invitation to Bid, the term "Bidder", "Contractor" and "Vendor" shall be considered synonymous.

- B. CONTRACT PERIOD:** The initial contract period will be for one year beginning January 1, 2012 and ending December 31, 2012 with the option for additional renewal periods subject to mutual agreement by both parties. Premium rates shall be guaranteed for the initial contract period.
- C. FAMILIARITY WITH LAWS:** The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in any manner affect their work. Failure on the part of the vendor to be aware of any law, ordinance, rule or regulation will in no way relieve him from any responsibility or liability arising from the contract award. The awarded vendor assures and certifies that they will comply with all laws, ordinances, rules, regulations, and all other legal requirements including any subsequently promulgated during the term of the contract by State or Federal authorities including health care reform laws.
- D. BID RESPONSE:** Vendors shall use the original forms provided in this document and enter information only in the spaces where a response is requested. Vendors may use an attachment as an *addendum* to their bid if sufficient space is not available on the original form for the bidder to enter a complete response. Any modifications or alterations to the original documents by the vendor, whether intentional or otherwise, may constitute grounds for rejection of their bid. Any such modifications or alterations that a vendor wishes to propose must be clearly stated in the vendor's bid response and presented in the form of an addendum to the original bid documents. Vendors may not add additional fees including but not limited to fuel surcharges, handling charges, transportation fees, administrative fees, etc. The District will not entertain bid responses with clauses that allow vendors to add additional fees such as a fuel surcharge during periods of volatility in the petroleum market. Such bid responses will be deemed non-responsive.

- E. **MINIMUM ELIGIBILITY CRITERIA, ADDITIONAL REQUIREMENTS, STOP LOSS COVERAGE CRITERIA AND SUBMITTALS:** In order to be considered for award of this bid, the bidder shall meet or exceed the following minimum eligibility criteria, all additional requirements and stop loss coverage criteria listed below. Where requested, bidders must provide submittals with their sealed bid response (submittals listed in items 2, 3 and 16).

By signature and submission of this bid, the vendor assures and certifies the following:

Minimum Eligibility Criteria/Submittals:

1. The awarded vendor must have a minimum of five (5) years experience issuing medical excess loss insurance policies.

2. References: Submit a minimum of three (3) three employee groups for whom the bidder is providing or has recently provided medical excess loss insurance. At least two of the three employee groups shall have 5,000 or more subscribers (in the public sector is preferred). Utilize the Customer Reference Form on page 13 for this purpose. For the purpose of this Invitation to Bid, recent is defined as within the past five years (since January 1, 2006). References for services performed prior to January 1, 2006 will be considered non-responsive. The District reserves the right to waive this submittal requirement for any vendor that has, in the recent past, satisfactorily performed the services requested in this bid for the District.

Submittal: Completed Customer Reference Form

3. The awarded vendor must be licensed in the State of Florida to conduct the type of business/provide the services requested in this bid.

Submittal: Provide a copy of your license and/or certificate.

4. The awarded vendor must have a current A.M. Best financial rating of A or better (A- or less is not considered A or better).

Additional Requirements/Submittals: In addition to 1, 2, 3 and 4 above, in order to be considered for award of this bid, the awarded vendor must:

5. Recognize Blue Cross Blue Shield of Florida as an approved claims administrator;

6. Agree to accept the provisions of the District's plan coverage provisions;

7. Agree to accept any necessary plan changes that become required by health care reform laws;

8. Agree to waive any "actively at work" provision for coverage effective January 1, 2012;

9. Agree to monthly self-billing by the District for the premiums due.

10. Be HIPPA compliant and agree to all applicable security and data confidentiality requirements;

11. All participating members of the health plan are to be covered under the stop loss insurance policy with no lasering;

12. The awarded vendor will process and send claims reimbursements within 30 days of receipt of claims notification;

13. Stop loss premiums bid for the 2012 plan year (1/1/12-12/31/12) are to be guaranteed based on the benefit and claims information provided and shall not be subject to additional claims information.
14. Premium rates are to be bid on a Per Subscriber Per Month basis.
15. Premium renewals are to be guaranteed no later than September of each year (in renewal years).
16. **Submittal:** Provide the contact name, telephone, fax and email address of the individual or individuals who will be the primary contact(s) for this contract. Utilize the Vendor Contact Information Form on page 14 for this purpose.

Stop Loss Coverage Criteria

Stop loss coverage shall comply, at a minimum, with the following:

- a. Eligible claims are to include medical claims only.
- b. Bids are requested for Individual (specific) at the current deductible amount of \$500,000 and with alternates of deductible of \$550,000 and \$600,000. The District will determine which deductible option best meets the needs of the District.
- c. Aggregate stop loss coverage is NOT requested;
- d. Bids are requested on a PAID basis;
- e. Reimbursement percentage is to be 100% after deductible is met;
- f. Specific annual and lifetime maximum is to be unlimited;
- g. Dollar for dollar corridor deductible options (fixed premium offsets) are requested.

After bid opening the District reserves the right to request the submittals listed (2, 3 and 16) should bidder not return these submittals with their bid packet. Furthermore the District reserves the right to request additional clarification of any item submitted by the bidder in response to this Invitation to Bid. Any requested additional information must be received by the District's Purchasing Department within two (2) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the two (2) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

- F. **WRITTEN QUESTIONS:** Written questions from potential vendors will be accepted by US mail, facsimile or email addressed to the attention of Lynn Adams, via the contact information on page 1 of this document. The deadline for receipt of questions is 12:00 P.M. October 26, 2011. After this date and time, no additional questions will be accepted. Telephone inquiries will not be accepted, nor will answers be provided by telephone. It is the sole responsibility of the vendor at their own risk to ensure that written questions, however submitted, will be received by the deadline indicated above.
- G. **OFFICIAL RESPONSES:** On or about October 28, 2011, the District will issue responses to all questions timely received. The District will post the responses (as an addendum) to the same website where this bid is posted, at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>
- H. **USE OF OTHER CONTRACTS:** The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The School Board also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

- I. **ADDENDA:** It shall be the responsibility of each responding bidder to check The School Board of Polk County Purchasing Department website, <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>, to ensure receipt of all addenda.
- J. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.
- K. **BASIS FOR AWARD:** Bidders whose bids, past performance, or current status do not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsive.
- L. **INSURANCE REQUIREMENTS:** The awarded proposer(s) shall procure and maintain at their sole expense insurance of the types and in minimum amounts stated below:

INSURANCE	LIMITS
<u>Worker's Compensation</u> Florida Statutory Coverage/ Employers' Liability	Statutory Limits/ \$500,000 each accident
<u>Commercial General Liability</u> Premises-Operations: Contractual Liability	\$1,000,000 each occurrence \$2,000,000 annual aggregate combined single limit, for bodily injury & property damage
Professional Liability (Errors and Omissions)	\$1,000,000 per claim \$2,000,000 annual aggregate

The Board shall be named as an additional insured under all of the above Commercial General Liability coverage. Such insurance shall be primary to any and all other insurance or self-insurance maintained by the Board. All insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the Board. Prior to commencing any contracted services, certificates evidencing the maintenance of said insurance shall be furnished to the Board.

- M. **REQUESTS FOR BID INFORMATION & RELATED DATA:** Requests for information relating to bids in process will be addressed without delay when such information has a **material** effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, **lists of vendors solicited, pre-bid conference attendees, individuals picking up plans and specifications, historical bid data or tabulations** within (48) hours from receipt of a request. Vendors are welcome to visit our offices to obtain the information in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form so that they might have ample opportunity to compile the information for you before you arrive.

If you have Internet access, visit our Web site @ <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> to obtain:

- ❖ A copy of a bid packet for a contract or project currently out for bid

- ❖ A listing of all term and recurring contracts awarded by the School Board of Polk County, FL currently in force.
- ❖ A copy of any addenda issued to current bids in process
NOTE: It is the bidder's responsibility to check our Web site frequently for updated information.
- ❖ A copy of a Vendor Application Form
- ❖ A copy of our Commodity List which will, when properly completed and returned to Purchasing, enable us to notify you of future bids
- ❖ A listing of departmental personnel, with job titles, phone numbers and email addresses

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BID FORM AND SPECIFICATIONS

Your proposed coverage and rates must be guaranteed for the 2012 benefit plan year (1/1/12-12/31/12) and provide coverage for medical claims.

Use the "Total Subscriber Contract" counts provided below to calculate the monthly premiums bid. Please note - *Retirees eligible for Medicare are not included in the excess loss contract. However, if a retiree eligible for Medicare has a dependent not eligible for Medicare, that dependent will be covered under the contract.

	Active Subscriber Contracts	Retiree Subscriber Contracts	Total Subscriber Contracts
Subscriber Only	7584	446	8030
Subscriber + Spouse	524	95	619
*Subscriber ME + Dependent NME	0	26	26
Subscriber + Child	1208	11	1219
Subscriber + Spouse & Child	200	10	210
Subscriber + Children	1028	2	1030
Subscriber + Spouse & Children	218	2	220
Totals	10762	592	11354

SPECIFIC STOP LOSS

Requested Benefit Levels	Plan Year 2012		
	\$500,000	\$550,000	\$600,000
Specific Deductible Level	\$500,000	\$550,000	\$600,000
Specific Contract Basis	PAID	PAID	PAID
Lifetime Maximum/Member	Unlimited	Unlimited	Unlimited
Annual Max/Member	Unlimited	Unlimited	Unlimited
Reimbursement % after deductible	100%	100%	100%
Specific Stop Loss Rate PSPM with no Corridor Deductible	\$	\$	\$
Estimated annual premium using subscriber counts provided above	\$	\$	\$
Specific Stop Loss rate PSPM with a Corridor Deductible.	\$	\$	\$
Indicate Corridor Deductible	\$	\$	\$
Estimated annual premium maximum using subscriber counts provided above and PSPM plus Corridor Deductible	\$	\$	\$

Continued on next page

Please state company name and authorized signature _____

List any underwriting assumptions that would impact your proposed rates:

	Yes	No
Are there commissions built into your rates?		
Commission percentage		%
Indicate the agent of record		

NOTE: Sign the "Bidder's Acknowledgment" section on Page 1
of our "Invitation to Bid".

Return the original of the Invitation to Bid and retain a photocopy for your files.

Please state company name and authorized signature _____

CUSTOMER REFERENCE FORM
(duplicate as needed)

Please provide all requested information for each reference.

Employee Group: _____
Number of subscribers _____
Location: _____

Contact Person: _____

Telephone: _____

Email: _____

Term of Contract:



Employee Group: _____
Number of subscribers _____
Location: _____

Contact Person: _____

Telephone: _____

Email: _____

Term of Contract:



Employee Group: _____
Number of subscribers _____
Location: _____

Contact Person: _____

Telephone: _____

Email: _____

Term of contract: _____

Please state company name and authorized signature _____

VENDOR CONTACT INFORMATION FORM

(duplicate as needed)

Contact Name: _____
Address: _____
Telephone: _____
Email: _____
Agent Information _____
If an agent or agency is included _____



Contact Name: _____
Address: _____
Telephone: _____
Email: _____
Agent Information _____
If an agent or agency is included _____



Contact Name: _____
Address: _____
Telephone: _____
Email: _____
Agent Information _____
If an agent or agency is included _____

DRUG FREE WORKPLACE CERTIFICATION FORM

In accordance with Florida Statute 287.087, preference shall be given to businesses with drugfree workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process.

Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

(vendor's signature)

SUBMITTALS CHECKLIST

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid response, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the **Verified** column indicating that the item is included in your bid packet. We suggest you include this completed checklist along with your bid. Items checked **Required** should be submitted at the time you submit your bid in order to facilitate the bid evaluation process. With the exception of the signed BIDDER ACKNOWLEDGEMENT on page 1 of this Invitation to Bid and unit pricing for all items listed in the BID FORM & SPECIFICATIONS the District reserves the right to request the required submittals listed below, after bid opening should the bidder not return these submittals with their bid packet. Any requested additional information must be received by the District's Purchasing Department within two (2) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the two (2) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

Verified	Required	Requested	Description of Submittal	Page No.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Completed and signed BIDDER ACKNOWLEDGEMENT	1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section D. #2-Complete the Customer Reference Form found on page 13	7, 13
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section D. #3. Copy of license and/or certificate	7
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Section D. #16-Complete the Vendor Contact Information Form found on page 14	8, 14
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bid Form and Specifications	11-12
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drug Free Workplace Certification Form (optional)	15

Please state company name and authorized signature _____